



Community Relations Sub Committee

Committee Member Role Description

Purpose of the Community Relations Committee

The Community Relations Committee is established by the Sacré Cœur School Board of Directors for the primary purpose of assisting the board in:

1. developing and communicating a clear brand position for Sacré Cœur.
2. optimising student numbers and maintaining an agreed waiting list;
3. maximising financial support from the Sacré Cœur community; and
4. engaging the Sacré Cœur community on key school developments.

Authority

The Community Relations Committee inherits all authority from the Board and has the authority to:

1. request and obtain all information necessary to fulfil its role; and
2. delegate responsibility to individuals or working groups as it deems necessary to carry out its duties and responsibilities. These parties shall report to the Community Relations Committee via the meeting agenda until their dissolution.

Composition and Meetings

The Community Relations Committee will comprise not more than 8 (eight) and not less than 6 (six) members as determined by the board consisting of:

1. Board Director (Chair)
2. Principal
3. Director of Business
4. Development and Marketing Manager (Committee Secretary)
5. Advancement Manager
6. External Committee Member
7. External Committee Member

The Committee Chair shall be appointed by the Board and shall not be a member of school staff.

Committee members shall comprise person who have qualifications, skills and experience suitable to the responsibilities and duties of the Committee. Members who are representative of community interests and suitable to participate in the mission and the ministry of the school may also be appointed.

The Committee shall meet not less than 4 (four) times per year, or more frequently as circumstances dictate. The Committee Chairperson will approve the agenda for the committee's meetings and any members may suggest items for consideration. Briefing materials will be provided to members as far in advance of meetings as practicable.